

23 October 1980

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MEMORANDUM FOR: Deputy Director for Administration  
FROM:   
Acting Director of Information Services  
SUBJECT: OIS Weekly Report (16-22 October 1980)

Classification Review Division

CRD processed approximately 32,350 pages of CIA documents and declassified 10 percent.

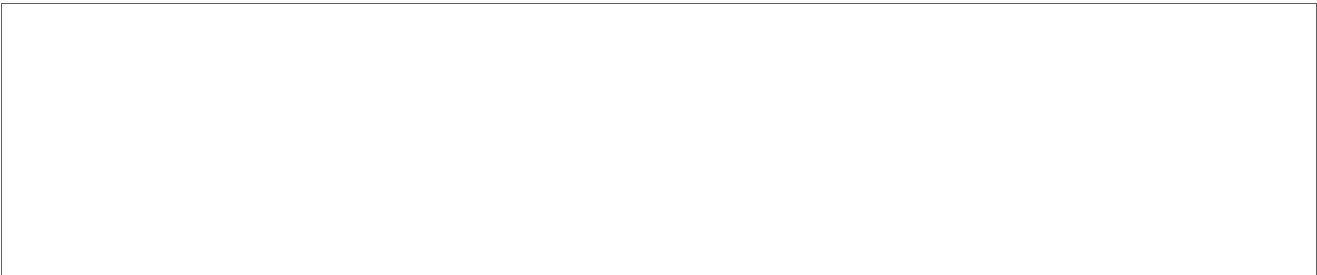
Records Management Division

The Information Technology Branch (ITB) conducted a two-day Introduction to Micrographics seminar. It was held in the Chamber of Commerce building and was attended by 28 employees from all Directorates.

ITB is assisting P&PD in the micrographics portion of its management information system. This involves obtaining information from Agency components for the micrographics source document data base. When completed, P&PD will be able to more efficiently schedule its micrographics operations.

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Information and Privacy Division

A separate report is attached.

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Attachment



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23 October 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:   
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (16 - 22 October)

1.	<u>The Week in Review</u>	<u>16-22 Oct</u>	<u>1980 Weekly Average</u>
a.	New cases logged	69	59.0
b.	Cases closed	34	49.0
c.	New appeals logged	2	1.8
d.	Appeals closed	5	2.7
e.	Manpower (man-weeks)	126.0	125.6
2.	<u>Current Backlogs</u>		
a.	Initial requests - 3068		
b.	Appeals - 375		

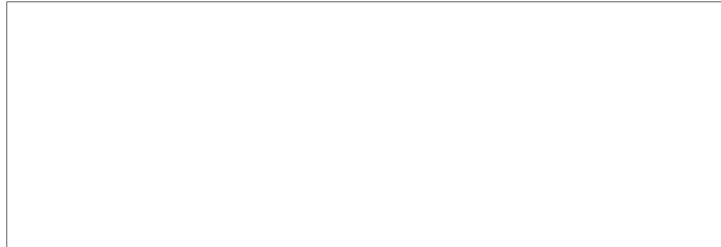
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b. One of the subjects considered at the 21 October meeting of the CIA's Executive Committee was the FOI/PA backlog problem, in the context of long-range budgeting/planning. The Committee has asked that an additional paper be prepared for its consideration, reflecting the views and concerns expressed during the meeting.

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